

RFP DLIR/WDD 2017-1: Addendum #1

ETF Micro

This Addendum consists of part A with amendments to RFP No. DLIR/WDD2017-1 and part B, responses to questions raised by prospective applicants.

August 17, 2016

A. Amendments to RFP:

The below changes will amend the existing language in the RFP.

- 1) Page: "Request for Proposals," paragraph one

Original sentence:

The contract term will be from January 3, 2016 through December 31, 2018.

Amended sentence:

The contract term will be from January 3, 2017 through December 31, 2018.

- 2) Page: "Proposal Mail-In and Delivery Information Sheet," paragraph one

Original sentence:

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN August 19, 2016 and received by the state purchasing agency no later than 7 calendar days from the submittal deadline.

Amended sentence:

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN August 26, 2016 and received by the state purchasing agency no later than 7 calendar days from the submittal deadline.

- 3) Page: "Proposal Mail-In and Delivery Information Sheet," paragraph two

Original sentence:

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii Standard Time (HST), August 19, 2016. Deliveries by private mail

services such as FEDEX shall be considered hand deliveries. Hand deliveries shall NOT be accepted if received after 4:30 p.m., August 19, 2016.

Amended sentence:

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., Hawaii Standard Time (HST), August 26, 2016. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall NOT be accepted if received after 4:30 p.m., August 26, 2016.

4) Section 2, III,B.7.a (Page: 2-17).

Original sentence:

The Provider is responsible to fax a report to the appropriate ETF counselor of an ETF participant's failure to attend a scheduled class within 48 hours of the start time of that class.

Amended sentence:

The Provider is responsible to fax or email a report to the appropriate ETF counselor of an ETF participant's failure to attend a scheduled class within 48 hours of the start time of that class.

5) Section 5, Attachment A, Proposal Application Checklist

Original sentence:

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Amended sentence:

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6) Section 5, Attachment F, Special Conditions, #12

Original Sentence:

ETF does not fund any training that is restricted to a single employer. Up to 65 percent of training spaces shall be made available to employers and/or employees from other companies. The ETF approved training must be publicized to the general public at least two weeks prior to the start of training and be open to employees of other companies. These openings must be available at least five State working days prior to the start of the training.

Amended Sentence:

ETF generally does not fund any training that is restricted to a single employer. However, a single employer may occupy all class seats if there is no interest from other employers ten (10) or fewer days before the start date of a class. The ETF approved training must be publicized to the general public at least two weeks prior to the start of training and be open to employees of other companies. These openings must be available at least five State working days prior to the start of the training.

7) Section 5, Attachment F, Special Conditions, #19

Original Sentence:

For the purposes of this Agreement, item # 16 of this Attachment, Special Conditions and Paragraphs 1.4, 3.4.3, 5.1, and 4.1.3 of the General Conditions shall not apply to STATE agencies.

Amended Sentence:

For the purposes of this Agreement, item # 16 of this Attachment, Special Conditions and Paragraphs 1.4, 3.4.3, 5.1, 5.2, and 4.1.3 of the General Conditions shall not apply to STATE agencies.

B. Questions and Responses

Q1: I want to verify that we can continue to do electronic evaluations as opposed to written evaluations (2-17)

Electronic evaluations are sufficient so long as the vendor is able to retrieve relevant data and can connect evaluations with individual participants.

Q2: Do you want the individual attachments tabbed in addition to the sections?

It would be beneficial for evaluation committee members to have sections tabbed for easy reference. However, it is not required.

Q3: Need clarification for 3-4: do we need separate training matrix for each outer island we want to provide training on? We are thinking about Big Island, Maui, and Kauai trainings.

One comprehensive matrix shall be sufficient. In the event that outer island training is provided which is costlier than Oahu-based training, vendors must submit justification for the difference in price.

Q4: I am preparing a proposal for the ETF RFP No. DLIR/WDD ETF _____. I have a questions as to what numbers go into the blank. The cover of the RFP says 2017-01, however the Proposal Application Checklist says 2016-1. Please advise as to which number our proposal should refer to.

The numbers that go into the blank are 2017-01.

Q5: Our Hawaii-based company has been doing business for 1.5 years. An audit is not feasible but what can we submit instead?

A copy of the most recent financial audit is required by the RFP to determine the adequacy of the applicant's accounting system. As the purpose of the financial audit is to determine the adequacy of the vendor's accounting system, any documentation which could similarly accomplish this task would be a reasonable alternative.

The lack of a financial audit, however, is not disqualifying by itself, as it is only one component of the financial portion of the evaluation (the financial portion is worth only 15 points) and a proposal needs at least 80 points to be considered for an award.

Q6: Our instructors do not have license/certificates/permits to train. Who do we contact in DOE to inquire about an exemption? Our instructors have either a Masters or Doctorate.

RFP Section 2, II, A, 4 states that "Provider shall hold all licenses, certificates, permits and accreditations required under applicable federal, state, and county laws, ordinances, codes and rules to provide the training services being offered." As such, the vendor is only required to have these licenses, certificates, etc. if it is required to do so by law or administrative rules.

With regards to instructor qualifications, RFP Section 2, III, B, 1, b states that "Provider shall ensure that only personnel who possess at least one (1) year full-time experience in teaching courses being offered or who are certified or have a degree in the subject area being taught are used as instructors." As such, a vendor's instructors are considered qualified so long as they meet one of three conditions: (1) one year experience teaching the courses being offered; (2) are certified; or (3) have a degree in the subject area being taught.

Q7: SPO-H 200: The pdf downloaded from the website is secured. How can I download an unsecured version?

Go to the SPO website and navigate to the "Forms" section (<http://spo.hawaii.gov/all-forms/>).

Q8. Our proposed training will be offered on three islands. Can a single company doing business on the islands send employees (up to 35% of classroom size) and apply for the ETF from each of the three sites?

Yes. See also Amendment 6.

- Q9.** Our proposed training will include a COC [Certificate of Completion] for each module. Are we able to state on the COC "supported by WDD" and should an employee complete all modules, are we able to apply the WDD seal?

Not at this time.

- Q10.** Following review of the RFP and conditions I'm inquiring to seek clarification regarding Paragraph 5.2 of the General Conditions. Will this paragraph apply to UH, as a State agency or rather will be removed should UH be awarded? Is there a revised version of the Standard Conditions, from that was included in the RFP, stating the Paragraphs that do not apply to State agencies that may include this paragraph? Please advise.

See Amendment 7.

- Q11.** Per July 1 information session hosted by Lance Kimura, he commented that it will not be necessary to submit course catalogue with the proposal. Lance emphasized that the "Matrix of Proposed Training Courses" would suffice. However, I note that in the "Proposal Application Checklist", there is an item for "Applicant's Course Catalogue". Please provide clarification.

Due to the fact that not all potential vendors may have been present at the July 1 information session, it would not be fair to them if information that was orally presented at the information session were to take precedence over any conflicting information that was actually on the RFP. Therefore, as the RFP is currently written, the vendor should submit a course catalog with the proposal.

- Q12.** I wanted to seek further clarification regarding the contract start date. On page 2 of the pdf file of the RFP, within the first paragraph it states the following: "The contract term will be from January 3, 2016 through December 31, 2018." However, on page 7 of the pdf (Section 1-1) included in the Procurement Timetable its noted that the Contract Start Date is January 3, 2017.

I do understand that an amended copy will be posted in August and this may be addressed as well, nonetheless would you be willing to clarify what the appropriate start date is, please?

Start date should be January 3, 2017. See also Amendment 1.

- Q13.** Are there situations in which the employer's portion of the tuition can be subsidized by another grant or program? In essence the total cost for training would be subsidized.

Yes, so long as the vendor is receiving a payment from the employer.

Paragraph 3 of the Special Conditions states "employers are required to contribute 50 per cent of the ETF assistance provided by DLIR for training . . . The vendor shall be

responsible for collecting directly from the employer the other 50 per cent of the training cost and any balance thereof that exceeds the \$800 cap, including tax, without liability to DLIR.”

The vendor must collect the non-DLIR portion of the cost from the employer. The employer may be reimbursed by other grants or programs but these sources cannot pay the vendor directly. If the program or a subsidy pays the vendor, the vendor shall not receive duplicate payment from any source for the same cost.

- Q14. Looks like this section has changed. What does this mean (in section 5, Attachment F, on page 3): “ETF does not fund any training that is restricted to a single employer. Up to 65% of training spaces shall be made available to employers and/or employees from other companies. The ETF approved training must be publicized to the general public at least two weeks prior to the start of training and be open to employees of other companies. These openings must be available at least 5 State working days prior to the start of the training.”**

See Amendment 6.